

2004-2005 CPHP Exemplar Group Charter

Incident Command for Public Health

PURPOSE

The purpose of the Centers for Public Health Preparedness (CPHP) Incident Command Exemplar Group is to produce a toolkit, which describes the existing CPHP network materials related to incident command systems for public health. The toolkit will be a national resource helping national, state and local partners successfully navigate CPHP network products and courses to determine which option best meets their needs.

MEMBERSHIP

General Membership

The membership of the Incident Command exemplar group is comprised of subject matter experts and other designated representatives the CPHP network, CDC and ASPH. These members are responsible for disseminating information from workgroup session to others within their Centers and include:

Daniel Barnett, Johns Hopkins University

Jack Bender, University of Findlay

Matt Bruskotter, University of Findlay

Cham Dallas, Medical College of Georgia

Kristine Gebbie, Columbia University

Stephen Guillot, Vanderbilt University

Beth Rada, ASPH

Steve Reissman, Centers for Disease Control and Prevention Expert

Kim Shoaf, University of California Los Angeles

Leadership

As designated by the membership of the exemplar group, the following members will serve as the primary points of contact and leadership for the exemplar group.

Kristine Gebbie, Columbia University

Kim Shoaf, University of California Los Angeles

The exemplar group leadership members will be responsible for finalizing the group's charter, and other core activities necessary to keep the group on task and deadline. The leadership will act as the primary point of contact for the CDC Expert Liaison and ASPH Coordinator.

STANDARD OPERATING PROCEDURES

Communications

Meetings will be bi-weekly, Tuesdays 2:30 PM EST – 3:30 PM EST. The ASPH coordinator will be responsible for distributing conference call information. The conference call schedule will be as follows:

January 4

January 18

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February 1
February 15
March 1
March 15
March 29
April 12
April 26

If necessary, exemplar group members may meet in person.

The exemplar group leadership may meet more frequently via conference call based on project needs. ASPH will be responsible for supporting the calls.

ASPH will support Intranet and Workgroup functions to facilitate the sharing of written communication between group members. Group members will be responsible for posting materials to the exemplar group site.

Agenda

Exemplar group meetings will be executed according to a pre-established agenda set by the exemplar group leadership and ASPH program coordinator.

Voting

The exemplar group will work toward developing a consensus on the workplan and the contents of the toolkit. Where consensus cannot be achieved the group will vote to resolve any differences of opinions. ASPH program coordinator will facilitate voting.

KEY ACTIVITIES

Develop and adopt an exemplar group charter, including a workplan timeline.

Develop a Resource Collection Form

Collect existing CPHP Resources on incident command for public health using the finalized resource collection form.

Develop guidelines based on NIMS to perform an ICS resource assessment.

Assess ICS resources via a peer review process. (Compile and distribute information on resources to reviewers, for review and analysis).

Compile an incident command for public health toolkit comprised of peer-reviewed incident command resources and reviewers comments.

Finalize toolkit

Assessing Network Resources

This exemplar group will provide a brief description of existing network resources relevant to incident command for public health identifying gaps where appropriate against both descriptive and evaluative criteria. Exemplar group participants will be responsible for making their coursework, CD-ROMS, reference lists, etc. available to the broad CPHP audience for use and inclusion in the toolkit.

Timeline

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The proposed timeline for completing the key activities and developing the proposed toolkit is as follows:

Kick-off Meeting	January 4, 2005
Ratify Charter	January 18
Finalize Resource Collection Form	January 18
Collect Resources using the Resource Collection Form	February 15 (data collection 1/18 – 2/15)
Develop and finalize review guidelines based on NIMS for peer review and identify reviewers	February 15 (discuss 2/1, finalize 2/15)
Compile and distribute information on resources to reviewers for review and analysis	March 1
Discuss ICS resources under review for toolkit	Discuss 3/15 & 3/29
Compile reviewer and exemplar group comments and review 1 st draft of toolkit	April 12
Finalize Toolkit	April 26